

## Joint Meeting of ISAC with :

- i) Governing Body
- ii) Teaching Staff
- iii) Non-Teaching Staff



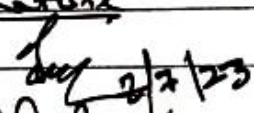

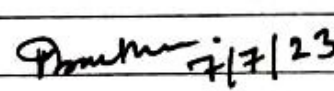
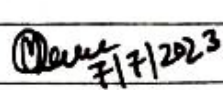

Date: 07-07-2023

Time: 11 a.m.

### Agenda:

- (i) Status of Self-Study Report Submission.
- (ii) Approval of the initial payment of ₹ 59,000/- (50,000 + 9,000)
- (iii) Approval & Permission of Budget Preparation for NAAC Peer Team Visit and Renovation Work.
- (iv) Miscellaneous
  - ↳ (a) One office Assistant on Temporary basis.
  - ↳

### Signature of G. B. Members & ISAC Members:

- | <u>name</u>        | <u>Signature</u>   |
|--------------------|--|
| 1. Robin Sunny     | <br>2/7/23     |
| 2. Dr. Ashin Bara  | <br>07/07/2023 |
| 3. Namita Borhakun | <br>7/7/23     |
| 4. Kiran Lakkar    |  |
| 5. Misi Deves      | <br>7/7/2023  |
| 6. Ritul Lakkar    |               |
| 7.                 |  |

8.


9.

Signature of Teaching Faculty & Librarian  
Name Signature

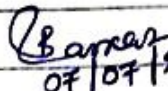
1. Debasis Saikia

 21/7/23


2. Pranganta Kue Das, Asst. Prof, Assamese



3. Riju Laskar, Asst. Prof, Geography

 07/07/23

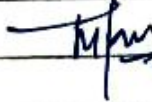
4. Dr. Plabika Neog, Asst. Prof, Economics

 07/07/23

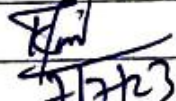
5. Dr. Nalini Bora, Asst. Prof, English

 21/7/23

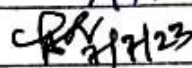
6. Dr. Manita Chutia Asst Prof. History

 21/7/23

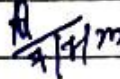
7. Dr. Kushal Taid, Dept. of Assamese

 21/7/23

8. Mr. Padum Kakati Dept. of Assamese

 21/7/23

9. Elizabeth A Thibe, Dept of English

 21/7/23

10. Dr. Jyoti Rupa Debra, Dept. of English

 21/7/23

11. Prasanta Laxman Hindi DDM

12. Pankaj Bhuyan

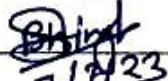
Dept. of Education



13. Dr. Jyoti Hanan Dept. of P.S. Sc.



14. Mr. Bhalindar Singh, Asst Prof, Geography

 21/7/23



15. Sujit Prabin Borah. Dept. of Polse.

~~Signature~~

16. Rubi Khatun, Dept. of Education.

~~Duty~~ 17/12/23

17. Abhinen Ch. Sarma. A. Jiribari

~~Duty~~ 7/12/23

18. Jagjit Boruah Dept. of IT

~~Duty~~ 01/07/23

Signature of Office Staff

Name

Signature

1. Jyoti Necha Kalita.

2. P. Jankar

3. ~~Chandra~~

4.

5. ~~Atanu~~

This meeting has been convened jointly with the Governing Body members, Teaching staff and Non-teaching staff by the IOAC for the first time.

The meeting is presided over by the Principal/Chairperson of IOAC. After due permission from the Chairperson, the purpose and agenda of the meeting is placed by the IOAC coordinator and requested the Chairperson to offer welcome address.

After delivering welcome address, Principal/Chairperson of IOAC has asked

The IQAC Coordinator to report on the Submission of Self-Study Report.


The IQAC coordinator has reported that the IQAC of Kamour College for the 2nd cycle accreditation was approved by NAAC authority on 30 May 2023 and the SSR is prepared. The filled SSR and its different components are displayed and discussed on the issues and doubts raised by the present members in the meetings.

Resolution 1: It is resolved unanimously that the prepared SSR has no any deviations and found correct. The G.B. President approved the draft of the SSR for submission in the HEI portal of NAAC.

Resolution 2: The G.B. members unanimously approved the SSR fees of Rs. 236,000.00 to be deposited in the NAAC account.

After a brief proposal presented by Chairperson & IQAC coordinator, the following resolution is taken:

Resolution 3: Regarding the continuation, renovation work and expenditures related to NAAC peer team visit, the President of G.B. has asked the Principal and IQAC coordinator to prepare a budget of this.

  
12/05/23  
Chairperson  
IQAC ; NAAC  
Kamour College.



# Meeting With Teaching Staff & Librarian

Date: 12-09-2023

Time: 2:35

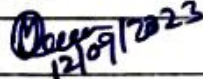

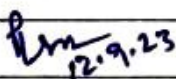

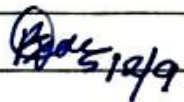
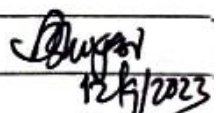
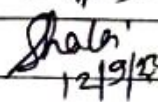


A meeting is convened by IAAC with the Teaching Staff and Librarian to discuss the following agenda:

## Agenda:

1. Intimation on NAAC Proceedings
2. AAR: 2022-23 Report Preparation.
3. Academic and Administrative Audit: Date finalization.
4. Discussion on the Preparation to face NAAC Peer <sup>Team</sup> visit.
5. Feedback on Departmental Record Keeping - by H.O. Ds.
6. Feedback from Cells & Committees - by the Convenors.
7. Miscellaneous: (i) Preparation of scheduled meetings  
(ii) Website Perfection.

## Members Present:

<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1. Mini Devec	Vice Principal	 12/09/2023
2. Dr. Prabika Neog	Dept. of Eco.	 12/09/23
3. Prasanta Laxman	Dept. of Hindi	 12.9.23
4. Binod Ch. Boruah	Dept. of History	 12/9/23
5. Prasanta K. Das	Dept. of Assamese	 12/9/23
6. Paul Bhuyan	Dept. of Education	 12/9/2023
7. Sangita Nalini	Dept. of Education	 12/9/23



Name	Designation	Signature
8) Debasis Sainia	Asstt. Professor	DS
9) Deepanori Das	Librarian	DD
10) Dr. Mantra Chelia	Assistant Professor	MP
11) Mr. Jhupen Baruah	Asstt. Prof.	B. Baruah
12) Mr. Bhalindar Singh	Asstt. Prof.	B. Singh
13) Dr. Kushal Taid	Asstt. Professor	K. Taid
14) Jagjit Baruah	Instructor	J. Baruah
15) Dr. Nand Hanan	Assistant Professor	N. Hanan
16) Rubi Dutta	Asstt. Prof.	R. Dutta
17) Banashree Devi	Asstt. Prof.	B. Devi
18) Dr. Nalini Bora	Asst. Prof.	N. Bora
19) Elizabeth A. Thak	Asst. Prof.	E. Thak
20. Seij Pratin Barah	Asstt. Prof.	S. Barah

  
 12/09/2023  
 Jharkhand  
 IQAC; NAAC  
 KAMRUJ College

Dr. Ashim Bora, Chairperson; IQAC has opened the agenda for discussion and the following resolutions have been taken unanimously:

Resolution-1: It is intimated by the IQAC Coordinator that the DVV process of submitted SSR has been completed and waiting for response from NAAC to deposit the logistic fees and the remaining part of SSR fees.

Resolution-2: After the request made by the IQAC Coordinator; all the faculty members have resolved to prepare the database for the AQAR: 2022-23 with the NAAC Peer Team visit preparation and submit the

same within stipulated time.

Resolution-3: It is intimated by the IOAC coordinator that the appeal has been made for the Academic and Administrative Audit to the nominated AAA members by Gauhati University and all are requested to prepare the departmental AAA report and submit the same to the IOAC within 10 days.

Resolution-4: After getting the agenda opened by the Chairperson to declare the status of departmental record maintenance, all the HODs one by one have placed their report and found that almost all have completed the required database at their departments.

Some departments have urged the installation of some required furnitures and the Principal has assured to place it in the S.B and for approval.

Resolution-5: After getting questioned by the Chairperson, all the convenors of Cells and Committees assured to submit their respective reports to the IOAC within one week.

Resolution-6: It is discussed and found that the new college website is not fully updated. It is resolved and asked to the website maintenance committee to look after the matter and do the needful.



# Meeting With Students Union Bod

Date: 13-09-23

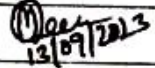
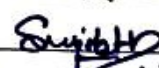
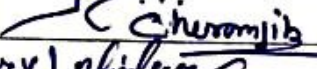

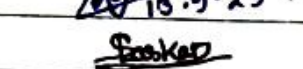
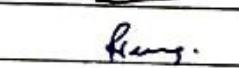
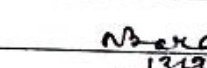

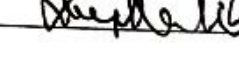

Time: 2:15

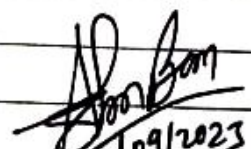


## Agenda

1. Intimation of updated status of SSR Submission.
2. Discussion on Infrastructure development.
3. Discussion on Car & Bike Shed
4. Discussion on Orientation Programme to be arranged for students on How to face NAAC Peer team.
5. Miscellaneous.

## Members Present

<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1. Mini Deme, Vice Principal		 13/09/2023
2. Sanjib Hazarika (President)		
3. Chiranjib Das (Major game secretary)		
4. Abidur Rahman (Minor game secretary)		
5. Debajit Dewari (Debate secretary)		 13.9.23
6. Shwasthi Laskar (Fine arts)		
7. Dr. Prabika Neog, HOD, Economics		
8. Ms. Nazini Barua, HOD, English		 13/09/23
9. Dr. Nisanjan Thengal		
10. Deep Kalita, IQAC Coordinator		
11.		

  
13/09/2023

After the welcome address and purpose of the meeting put by the IQAC Coordinator,



Deep Khabra, The agenda of the meeting is opened by the IQAC Chairperson Dr. Ashim Bora for discussion.

The following proposals and resolutions are taken unanimously at the meeting:

Resolution 1: After discussion, it is resolved that the dates of NAAC Peer Team visit will not be taken during the sessional and final examination.

Resolution 2: Discussion on different need based infrastructure development issues have been done and Principal: Dr. Ashim Bora stated that the financial status of Kampus College is very poor to develop all the requisite fields. Principal sir assured to develop all one by one at due course of time.

Resolution 3: The Students Union Body has placed a request to approve regarding the construction of car & bike shed by the voluntary contribution of all students. The Chairperson and other members accepted the proposal provided that no student will be demanded in this voluntary contribution.

Resolution 4: It is resolved that the Students Union Body will act as an intermediary to aware the students for NAAC Peer Team visit.

# Meeting With Faculty Members, Librarian & Office Staff



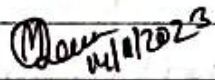
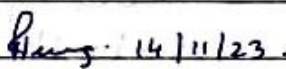
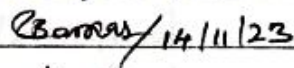
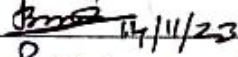
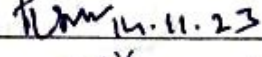

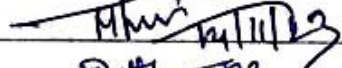
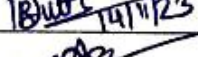

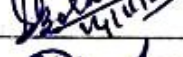
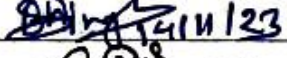



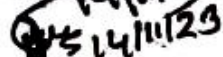
Date: 14-11-23

Time: 2 p.m.

## Agenda:

1. Announcement of NAAC Peer Team visit dates.
2. Reminding of Assignments notified earlier:
  - (a) Teachers & Office Staff Appraisal Report
  - (b) Files to be prepared by Cells and Committees
  - (c) Files to be made Handy by the Office of <sup>THE</sup> Principal.
  - (d)
3. Teachers Diary (2016 - 2023)
4. Departmental PPT.
5. Departmental updation in the Website.
6. Miscellaneous.

## Members Present:

Name & Designation	Signature
1. Mini Dabee, Vice Principal	 14/11/2023
2. Dr. Prabika Neag, HOD, Eco.	 14/11/23.
3. Riju Laskar, Geography	 14/11/23
4. Binod Ch Borah History	 14/11/23
5. Prasanti Laskar Hindi	 14.11.23
6. Dr. Kunal Jiniel	 14/11/23
7. Dr. Manish Chitla	 14/11/23
8. Rubi Dutta, Education.	 14/11/23
9. Arup Jyoti Borahobi	 14/11/23
10. Sujj Pralim Borah	 14/11/23
11. Mr. Bhavindar Singh	 14/11/23
12. Deepanshi Das	 14/11/23
13. Banashree Devi	 14.11.23.
14. Debasis Saikia.	 14/11/23
15. Praganta Meher	 14/11/23



- |     |                    |   |                       |
|-----|--------------------|---|-----------------------|
| 16. | Dr. Nisul Hasan    | - | July 14/11/23         |
| 17  | Jyoti recha kalita |   | <del>JK Kalita</del>  |
| 18  | Atanu Bora         |   | <del>Atanu Bora</del> |
| 19  | Pradipta Laha      |   | <del>PL</del>         |
| 20  | Pulin Bora         |   | <del>AB</del>         |
| 21  | Nabin Bora         |   | <del>NB</del>         |
| 22  | Khageswar Bora     |   | KB                    |

After the intimation made by the IQAC coordinator regarding the NAAC Peer Team visit on 11<sup>th</sup> and 12<sup>th</sup> December 2023, a long discussion is made among the Teaching, Non-teaching and the Librarian and the following resolutions have been taken:

Resolution - 1: All the present members work 1 hour extra in addition to the normal working hour.

Resolution - 2: All the cells and committees will finish the paper work & reports and submit the same to the IQAC within 5 days from today.

Resolution - 3: All the faculty members are to prepare the "Teacher's Diary" of the session 2022-23 and submit the same within 1 week.

Resolution - 4: The Principal has asked the IQAC coordinator to submit the list of files and documents to be made handy by the Office of the Principal for NAAC Peer Team visit.

Resolution 5: It is resolved that the IQAC Coordinator will intimate the departments the contents to be prepared in the departmental Power Point Template to be prepared for presenting to the NAAC Peer Team.

Resolution-6: All the departments are to update their status in the college website.



# Joint Meeting with G.B

Date: 04-12-2023



## Agenda:

1. Intimation Regarding NAAC Peer Team visit
2. Compulsory Presence & Interacting with NAAC Peer Team.
3. Miscellaneous.

## Present Members:

1. ~~Amritha~~ 4/12/23 Mr. Prabir Ch. Sarma  
G.B. Representative
2. ~~Amritha~~ 04/12/23 Dr. Ashim Bora; Chairperson
3. Prasarita Sarma Prasarita Sarma; Alumni Representative
4. Babul Boro G.B. Member.
5. Baharul Islam G.B. Member
6. Deepamoni Das Librarian Member
7. Jyoti Rekha Kalita Office Assistant; G.B. Member
8. ~~Devi~~ 4/12/23 Administrative Member; IOAC
9. Riju Lakshmi 04/12/23 Teacher Representative; IOAC
10. Junken Bora G.B. Member.
11. Bhakindar Singh Teacher Member

After the welcome speech by the Chairperson of IOAC, the IOAC Coordinator is asked to present a speech on our journey of NAAC Accreditation proceedings and what to be done now.

After getting delivered the proceedings and steps completed by the IOAC Coordinator, all the members and of G.B. and IOAC are asked by the Chairperson to remain present on 11<sup>th</sup> and 12<sup>th</sup> Dec, 2023.

# Meeting with Teaching & Non-Teaching Staff

Date: 29.04.24

Time: 1 P.M.


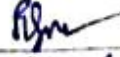
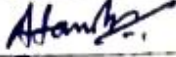
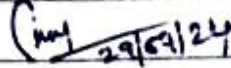
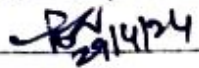
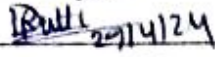


## Agenda:

1. Chairperson of IOAC Takes the Chair
2. Welcome address and Objective of the meeting
3. A brief report of NAAC 2nd Cycle Accreditation
4. Metricwise 2nd Cycle Accreditation report and analysis by Criteria In-charge (I to VII)
5. Distribution of Appreciation certificate to the Criteria In-charge by Principal.
6. Feedback of 2nd Cycle Accreditation by Teaching and non-Teaching staff
7. Overall feedback and report of 2nd cycle Accreditation by IOAC Chairperson.
8. Vote of Thanks (IOAC Coordinator)

## Members Present:

<u>Name</u>	<u>Signature</u>
1.	
2.	
3. Dr. Prabika Neog	Drugs - 29.04.24.
4. An. Nalini Barua	Mera 29/4/24
5. Riju Lakkar	Banas 29/04/24
6. Brod Ch. Boruah	<del>Bro</del> 29/4/24
7. Kushal Taid	<del>Bro</del> 29/4/24
8. Seuj Prabin Borah	<del>Bro</del> 29/4/24
9. Debasis Suikia	<del>Bro</del> 29/4/24
10. Dr. Niranjan Thengal	<del>Bro</del>
11. Deepanoni Das	<del>Bro</del>
12. Mr. Bhalingan Singh	<del>Bro</del> 29/04/24
13. Bamashree Devi	<del>Bro</del> 29/4/24
14. Mr. Bhupen Sarma	<del>Bro</del> 29/4/24
	B. Sark. 29.4.24



<u>Name</u>	<u>Signature</u>
15. Poojashree A Shree	
16. Prasanna Lakshmi	
17. Atanu Borah	
18. Dr. Nishu Hansu	 29/09/24
19. Pashum Kakoti	 29/10/24
20. Rubi Dutta	 29/11/24
21. Jyoti recha kalota	 29-4-24
22. Pragnata Krc Jee	

Resolution 1: It is unanimously resolved that the staff members shall work hard to get better grade in the 3rd cycle of NAAC accreditation.

Resolution 2: It is decided to appoint a new IQAC co-ordinator and reshuffling of criterion in-charges will be made for rejuvenating the workflow of IQAC.

Resolution 3: It is also resolved to meet the recommendations of NAAC peer team and fulfil the same by 2027.

# Minutes of IQAC Meeting

Date: 27-06-2024

Time: 11am

Venue: Teachers' Common Room

## Members Present:

1. Dr. Ashim Bora (Principal & Chairperson)
2. Mr. Probir Ch. Sarma (QB president)
3. Mr. Padum Kakati (Vice Principal)
4. Dr. Arun Borah (Local Educationist)
5. Ms. Ankumoni Saikia (Local Industrialist)
6. Mr. Prasanta Sarma (Alumni Representative)
7. Ms. Tuntun Borah (Parents' member)
8. Dr. Prabika Neog (Teacher member)
9. Ms. Riju Laskar (Teacher member)
10. Mr. Binod Ch. Borah (Teacher member)
11. Mr. Prasanta Laskar (Teacher member)
12. Dr. Nirajan Thengal (Coordinator)

Signature:  
Ashim Bora  
27/06/2024

Prabika  
27/06/24

Sarma  
27/06/24

27/06/24

Borah  
27/06/24

27/06/24

Prasanta  
27.6.24

Thengal  
27/06/2024

## Agenda of the meeting:

1. Criterion wise action plan for the academic year 2024-25
2. Corpus fund for earn and learn scheme
3. Industry-academia linkage
4. Resource mobilisation
5. Funding agencies for research project
6. Research paper publication by faculty members
7. Optimum use of ERP software
8. Miscellaneous

Resolution 1: The meeting has decided that the criterion in-charge will prepare an action plan based on their respective metrics and submit the same to the IQAC before beginning of an academic year.



Resolution 2: A corpus fund will be created for enabling students to earn while they learn.

Resolution 3: It is decided to establish a linkage with cottage industries for activities like incense sticks making, soap making, weaving, etc. and thereby mobilise fund for the institution.

Resolution 4: It has also been decided that the faculty members could apply for different research funding agencies and also try to publish at least one paper in the peer reviewed journals. The IQAC would encourage and ensure that the ~~fact~~ ERP software is used optimally.